

Screenshots of warehouse “Deliver to” information As of June 12, 2003

The purpose of this document is to give detailed instructions on where to enter the “Deliver To” and “Deliver Point” information should be input to enable the warehouse receiving/delivery personnel know where supply items should be delivered.

These screens below show:

- How the “Recipient” and “Unloading point” information is updated in the purchase requisition
- How the input information flows to the purchase order and ends up displayed in the MIGO transaction and prints on the goods receipt slip.

The screen below shows the location of the two fields “Recipient” and “Unloading point”.

- **“Recipient” specifies the recipient for whom the material or the service is destined;**
 - Format: first initial, no period after the first initial, space, and as much of the last name that can be entered into the 12-digit field. Example: Caron Lee would be entered as c lee)
- **“Unloading Point” specifies the point at which the material is to be unloaded (for example, ramp 1 or Bldg 4800 Room 1100.).**

Once the supplies are received into the warehouse, these fields can be used to “Deliver To” and the “Delivery Point” for delivery by the warehouse within NASA.

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Purchase Requisition Edit Goto Environment System Help

Change Purch. requisition 4200011286

Document overview on | Help | Personal setting | Accounting documents

NASA PR 4200011286 ☐ Source determination

Header

St...	Item	A	I	Matl group	Short text	Quantity	Unit	C	Delivery date	Agreement	Item	Requisnr.
	1	K	Z	Tractors	tractors	1	EA	D	06/24/2003		pp	
			Z									
			Z									

Item [1] tractors

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | Status | Contact person

AccAssCat Cost center Distribution Single account assignm... CoCode Agency

Unloading point Bldg 4800 Room 1100 Recipient To Deliver T

G/L account no. 6100.3100

Business area 24

CO area NASA

Cost center 240005

Order FC400000

Commitment item 3100

Funds center 24-374-10 Fund HSF542003D

Earmarked funds 0 Functional area 089

a) Recipient

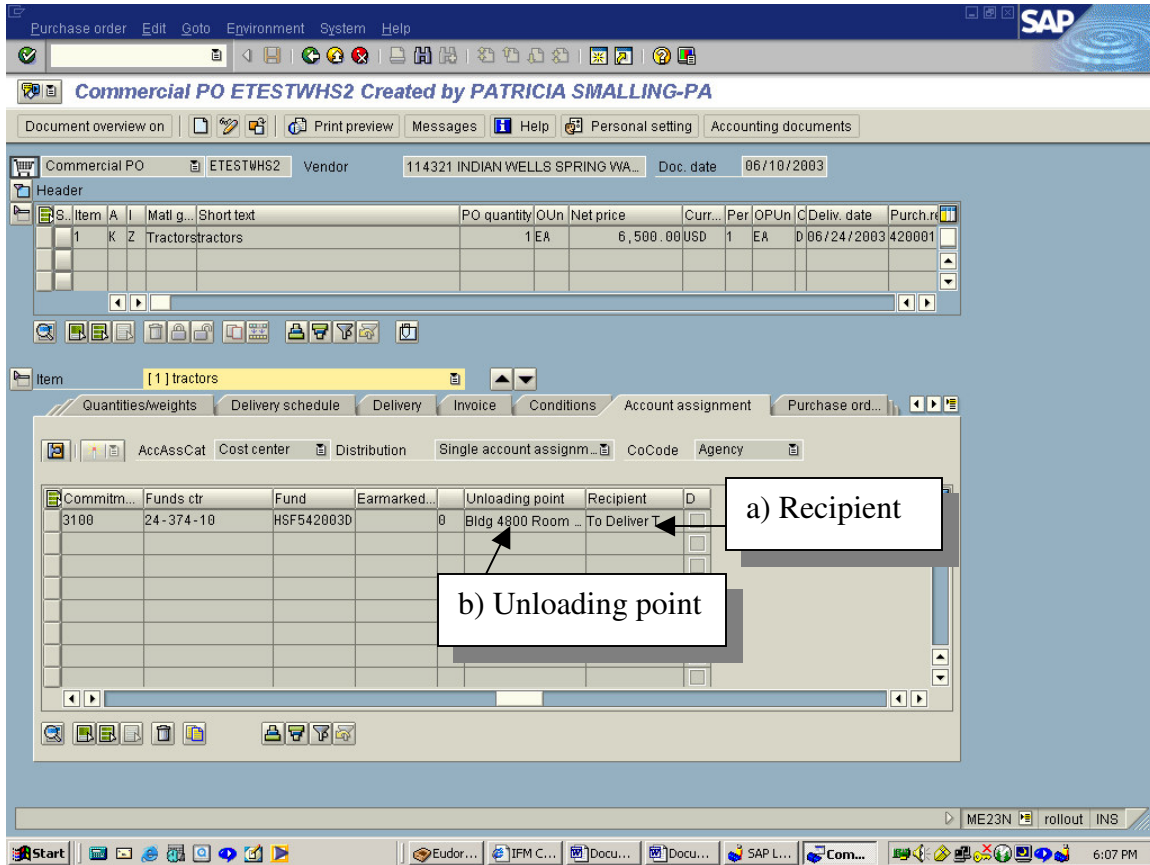
b) Unloading point

ME53N rollout INS

Start | Eud... | IFM ... | Doc... | SAP... | Cha... | Doc... | 6:20 PM

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The screen below shows the “Unloading Point” and “Recipient” fields are filled out in a Purchase Order. These fields are carried over from the Purchase Request into the Purchase Order. These fields **do not** appear on the Purchase Order print out.



The screenshot displays the SAP Purchase Order (PO) interface. The title bar indicates 'Commercial PO ETESTWHS2 Created by PATRICIA SMALLING-PA'. The document header shows 'Commercial PO ETESTWHS2' and 'Vendor 114321 INDIAN WELLS SPRING WA...'. The document date is '06/10/2003'.

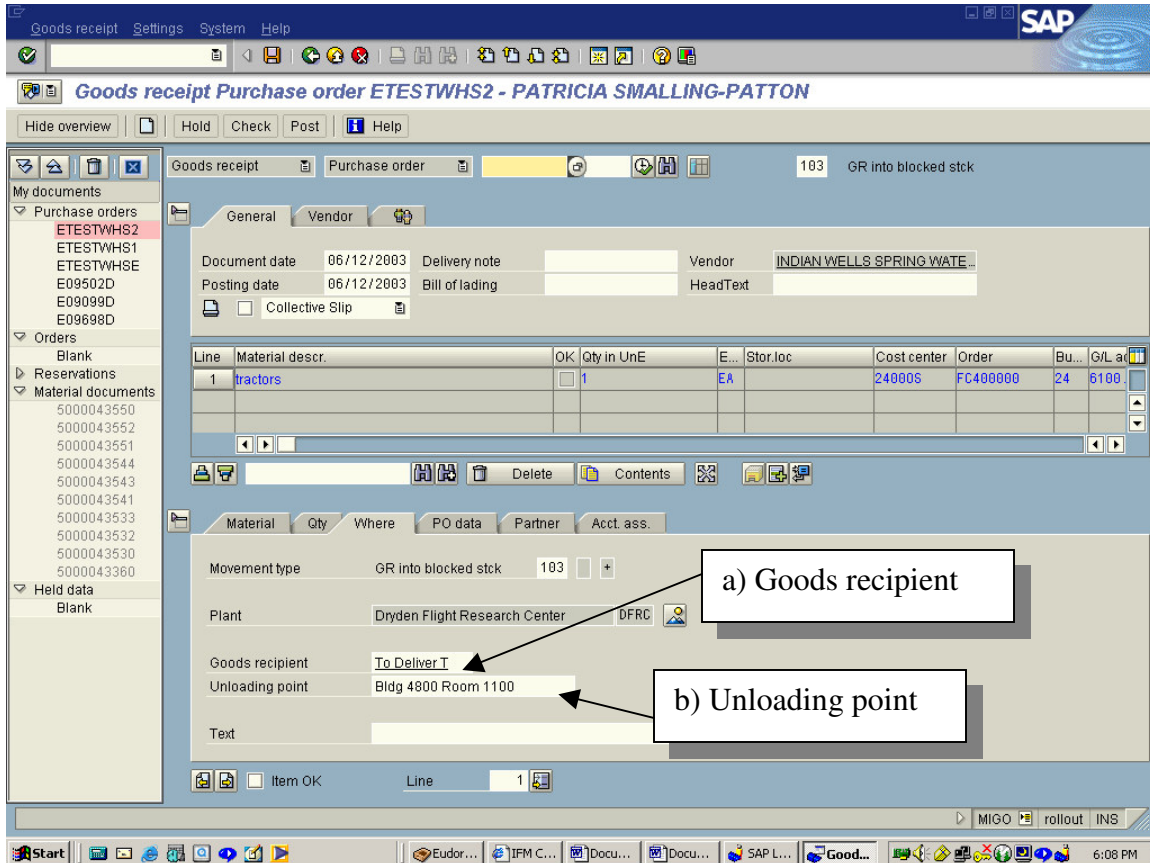
The main table lists items with columns: S., Item, A, I, Matl g..., Short text, PO quantity, QUn, Net price, Curr..., Per, OPUn, CDeliv. date, and Purch. re. The first item is '1 K Z Tractorstractors' with a quantity of '1 EA' and a net price of '6,500.00 USD'.

The 'Item' section is expanded, showing various tabs: Quantities/weights, Delivery schedule, Delivery, Invoice, Conditions, Account assignment, and Purchase ord... The 'Delivery' tab is active, displaying a table with columns: Commitm..., Funds ctr, Fund, Earmarked..., Unloading point, Recipient, and D. The first row shows '3100', '24-374-10', 'HSF542003D', '0', 'Bldg 4800 Room ...', 'To Deliver T', and 'D'.

Two callouts are present: 'a) Recipient' points to the 'Recipient' column, and 'b) Unloading point' points to the 'Unloading point' column.

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The screen below displays how the “Goods Recipient” and “Unloading point” has been carried over from the Purchase Order into the Goods Receipt transaction (MIGO) in the “Where” tab.



Goods receipt Purchase order ETESTWHS2 - PATRICIA SMALLING-PATTON

Hide overview | Hold | Check | Post | Help

Goods receipt | Purchase order | 103 GR into blocked stk

General | Vendor

Document date: 06/12/2003 | Delivery note: | Vendor: INDIAN WELLS SPRING WATE...
 Posting date: 06/12/2003 | Bill of lading: | HeadText: |
☐ Collective Slip

Line	Material descr.	OK	Qty in UnE	E...	Stor. loc	Cost center	Order	Bu...	G/L a
1	tractors	<input type="checkbox"/>	1	EA		240005	FC400000	24	6100

Material | Qty | **Where** | PO data | Partner | Acct. ass.

Movement type: GR into blocked stk 103

Plant: Dryden Flight Research Center DFRC

Goods recipient: To Deliver T **a) Goods recipient**

Unloading point: Bldg 4800 Room 1100 **b) Unloading point**

Text:

☐ Item OK | Line 1

MIGO | rollout | INS

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The screen below displays a portion of the Goods Receipt Slip, which can be printed when using the MIGO transaction. Notice that the “Recipient” (To Deliver T) information prints on this slip, but the “Unloading point” does not. The request has been made to include the “Unloading point” be added to the print out.

Print Preview for D009 Page 00001 of 00001

GOODS RECEIPT SLIP No. 5000043554 Page 1

Goods receipt date : 06/12/2003
Current date : 06/12/2003

Plant : DFRC
Description : Dryden Flight Research Center

Vendor : 0000114321
Name : INDIAN WELLS SPRING WATER COMPANY
PO : ETESTWHS2
Pur. group : DA1 Monique Sullivan (Telephone : 661-276-2593

Itm	Material	Description	
	MPN		
0001		tractors	
	K 240008	To Deliver T	1 EA

a) Recipient

MB90 rollout INS